How to View and Print Your Schedule

Steps for printing a schedule

1. Log into VandyWorks using your VUNet ID and E-password.
2. Click on the Print My Schedule tab at the top of the page in the gray portion of the toolbar.
3. The Team will auto fill with your Home Team, and the Start and End Date will auto fill with today’s date through seven days out.
4. You can change the dates to view from one day up to six weeks.
5. To view only your schedule, click the Employee spyglass and locate & select your name.
6. Click Run Report.

What does selecting the Draft option do?

For staff who self-schedule (not Float Pool/CSRC)

1. This will display all published and unpublished shifts selected and saved through the self-scheduler, as well as shifts assigned to you, however it is not a finalized schedule. If you are viewing a future scheduling period, your Manager or scheduler may not have finalized the schedule. If you are viewing the current scheduling period and see a red shift, please check with your Manager to verify that the shift has been finalized.
2. This is a great way to verify which shifts you selected when self-scheduling but does not guarantee that you will be assigned those shifts.

For staff in the Float Pool/CSRC and staff who do not self-schedule

1. Your shifts may appear in red and will indicate the team that you have been floated to work. Even if they are red, the shift is still assigned to you, and you are expected to work the shift as it is assigned unless your Manager or scheduler has told you otherwise. If you have questions about the shift, please check with your Manager or scheduler.